



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: April 1, 2015

FR: Executive Director

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, which was approved by the Commission at its meeting on January 28, 2015, this constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests

None this month.

Commissioner Travel

Commissioners Cortese, Haggerty, Sperling and Wiener attended the Annual Legislative Meetings in Washington, D.C., in March.

Budget Report

As outlined in Attachment 1, actual travel expenses for all MTC funds are running below budget as of February, with 67% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

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Travel Report
As of February (66.7% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	260,000	152,808	59%
BATA	178,000	73,364	41%
SAFE	12,500	7,346	59%
Clipper	64,000	15,186	24%
Total	514,500	248,704	48%